

ON-SITE ASSESSMENT
APPENDIX B

TECHNICAL TRAINING COURSES FOR
ASSESSORS

PROPOSED CHANGES

Appendix B - TECHNICAL TRAINING COURSES FOR ASSESSORS

B. 1 Introduction

The purpose of the technical training courses is to ensure consistency of technical knowledge among the NELAC assessors. Prerequisites for the training course for the assessor are:

- Completing the Basic Assessor Training.
- Basic knowledge of the technology, i.e. familiarity with the principles and application of the technology used by the laboratory.
- An understanding of Quality Systems.

The technical courses must concentrate on the elements and details of the technology and/or methods that are critical to assuring that the laboratory is implementing an analytical technique properly.

Technical training courses provided to meet the requirements defined in Section 3.2.3 of the NELAC standard and must address the elements listed below. Assessor technical training courses must also focus on how to review these elements during the on-site assessment. The skills obtained during these training courses must also enable assessors to evaluate quality systems components present in the laboratory, as they relate to technical disciplines, to ensure compliance with the NELAC standards.

B.2 Course Content

Technical training courses must provide or identify:

Basic theoretical and operating principles of the analytical technology and associated instrumentation and software.

Critical steps and processes of the analytical technology or technique that must be executed to ensure quality data, including critical quality control (QC) measures and QC criteria to be met for a performance-based measurement systems (PBMS) method based on the technology.

Major sources of error, and how to control them, for the analytical technology or technique.

Inappropriate procedures or practices for the analytical technology or technique.

Key information required to document completely the reported results.

Essential elements for assessing data generated.

Ways to detect improper practices.

Exercises in the evaluation of raw data to reported results.

The training course must also include an examination covering the material presented to ensure an understanding of the above elements.

B.3 Course Objectives

The assessors successfully completing the course shall have acquired the following:

Knowledge of the technology sufficient to assess its proper use by the laboratory.

An understanding as to how the technology is used in the various methods.

An understanding of the key elements of data packages, and raw data to review and check

effectively.